WSDOT/ACEC Project Delivery Team
Action Items
September 10, 2004

- **Team members will send handouts electronically to Adele for posting on the web. Construction and Design Manual pieces will be included in the minutes as well.**
- **Rick Smith, Mike Horton, and Amir will bring reports back to this group on approval/concurrence requirements. Then we can decide if there are areas this group can work through.**
- **Adele and Ken will revise the Process Change Request form to fit this team. Use Word or a web-based form instead of Excel.**
- **Ken will send out a recommendation with revised checklist electronically in the new format before the next meeting.**
- **The team will review *Design Manual* Chapter 1425 (Access Point Decision Reports) for the next meeting.**
- **John Villager will send a map to Adele with directions to HDR for the next meeting.**
- **Team members go back to your staff and see what is working for them and what's not with MPD. This is in regard to the process, not the software. Ken will e-mail *Design Manual* Chapter 140 to the team.**